

JUARY

1916

JUARY

the dental assistant



**Journal of the
American Dental
Assistants Association**

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Sadie Leach
1710 State St.
LaPorte, Indiana

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Katie McConnell
427½ Moreland Ave., N.E.
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Julia Harshbarger
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Helen H. Flitting
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Advertising Manager

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Subscription Manager

Esther Hyland
101 Tremont St.
Boston, 8, Mass.

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Happy New Year From The President

Dear Fellow Members:

Happy New Year! Little did I think last January 1st when I said Happy New Year to you that I would be saying it again this year as your President. You realize that due to the emergency all conventions were canceled and a meeting of the Board of Directors was called to meet in Chicago in order to carry on the business of the Association. The House of Delegates is the electing body in our organization and not being able to hold a House of Delegates meeting, here you are stuck with the same officers who served you last year. I assure you that each officer pledges to you her whole-hearted support and with it the wish that we shall have the happy privilege of looking into your faces at our regular ADAA meeting during 1946.

Then too, it means more to say to you, Happy New Year, this year. I feel that it is so much happier for so many and certainly there are brighter days ahead. We have gone through our first post-war holidays and our hearts went out to those who were not with us and who will not return to ever spend the holidays with us. Then we thought of those who had spent many, many months overseas in the battle areas and who were spending their first Christmas at home in years—we are grateful to have them home and we pray that never will another WAR take them away from us.

Post-war days mean more State meetings and it has been my happy privilege to attend some of them since I last spoke with you. I was in Knoxville for the Tennessee State Dental Assistants Association in October and in November I was in St. Petersburg to the Florida State Dental Assistants Association. In being able to attend these meetings I realized how much it meant to greet the old friends and meet the new. The fourth district trustee, Ottie Helms, accompanied me to the Florida meeting and it was our pleasure to install the officers at that meeting. I wish it were possible for the president to get to more State meetings for I feel it definitely creates a more friendly feeling among the ADAA members throughout the United States.

Do something for somebody somewhere,
While jogging along life's road;
Help somebody to carry his burden,
And lighter will grow your load.

Do something for somebody gladly,
'Twill sweeten your every care;
In sharing the sorrows of others
Your own are less hard to bear.

Do something for somebody, striving,
To help where the way seems long;
And the sorrowful hearts that languish
Cheer up with a little song.

Do something for somebody always,
Whatever may be your creed—
There's nothing on earth can help you
So much as a kindly deed.

PROGRESS is our THEME for 1946—if we do the things suggested in the poem above, I'm sure the end of the year will find that we have progressed far!

My very best wishes to you for a happy and prosperous 1946—and I do mean YOU!

Lucile Black,
President.

MY CODE OF ETHICS SHALL BE

1. To exalt my work and consider it an opportunity to serve the profession of dentistry and people in need of dental care.
2. To increase my knowledge of dentistry as it relates to health and dental service.
3. To remember that my success is the success of the office in which I work; therefore, I shall be loyal to my employer and concerned for the welfare of his office and the patients.
4. To develop a sense of protection for the health and well-being of patients by complete and careful sterilization and sanitary precautions.
5. To comply with prevailing dental laws.
6. To increase my effectiveness by constant self-improvement.
7. To add to my effectiveness by following the important rules of personal hygiene and developing a sympathetic and pleasing personality.
8. To deport myself with a dignity in keeping with professional standards.
9. To refrain from critical discussions of other assistants, of dentists and their practices, of patients, or of the business and professional affairs of my own or any other dental office.
10. To speak with pride of my employer when out among my friends.

ANGELS IN DISGUISE

One day when I was sad you came along
And flashed a smile on my loneliness,
The while you sang a happy little song
That somehow seemed to lighten my distress;
Twas only for a moment that we met,
A moment that was fraught with mystery,
I never spoke a word to you, and yet,

Your smile still lingers in my memory.
I sometimes think an angel in disguise
Is sent by God to walk our city streets,
An angel with compassion in his eyes
For every melancholy soul he meets,
An angel who disperses clouds and rain
And lifts the heavy burden of our pain.

—T. E. B.
(From the Chicago Tribune.)

IN TEN YEARS--25,000 DENTAL ASSISTANTS

R. H. Miller, D.D.S.*

In reviewing the subjects about which a brief article concerning the overall field of "The Dental Assistant" could be written and possessing general interest, there seem to be many subjects that are tempting. The above title was not selected because it may attract attention or look spectacular in print, but because the author kept returning to the "overall picture" of the future of dental practice in which the Dental Assistant will play an essential and extensive role. Since there are approximately only 70,000 registered dentists, the 25,000 estimate of dental assistants within ten years may seem fantastic.

Immediately following Pearl Harbor, our late President in a "fire-side chat" said that this nation at war would build 50,000 planes in a year—that statement was branded by many as absurd—ridiculous—propaganda. Yet within 12 months we were building planes at the rate of more than 80,000 per year.

To support the speculation made in the title we must, of necessity, base the reasons for it upon conditions in dental practice—as the practice of dentistry goes—so goes the vocation of dental assisting.

Along with conditions that exist NOW a multitude of factors justify a peep into the future in which anyone with just a little vision can foresee, within the next 10 years, more progressive and widespread changes in dental practice procedure and distribution of service than has happened within any previous 25 years. The rendering of dental practice services is in a great state of flux—change and progress are inevitable—we will never return to what we are prone to call a "pre-war normal."

The term "post-war" to all of us means change, moderate in some things, radical in others—to many of us it seems to mean a Utopian existence of just pushing a button and having all of the comforts, conveniences and necessities of life unfold before our eyes. Wouldn't that be something?

It will not be like that. Of course there will be mechanical improvements in the industrial and transportation fields, there will probably be some advance in housing which may be limited to gadgets, we will wear very much the same clothes and we will eat about the same foods that we have been accustomed to—and that includes MEAT. But, mark this, our great post-war change will be in the fields of promoting better health and a nation-wide program in education. Promotion of better health includes us—the dentist and the assistant—up to our chins. There is not one major social betterment agency that does not have a health program or the inclusion of health as an allied part of their set-up—and they all include dental health service along with medicine and hospitals.

Among the group of actives is the U. S. Senate Committee on Wartime Health and Education** which has planned a nation-wide hospital building program (state aid) that will put every person of any populated area within 30 miles of a health center, a rural hospital, district hospital or a base hospital. Inter-spread between this net-work of hospitals are to be placed institutions for chronic diseases. This set-up is to be administered by the U. S. Public Health Service.

Some of the other groups with

dental health programs are, U. S. Children's Bureau; Farm Security Administration; most State Departments of Health; U. S. Veterans' Administration; many Municipal Health Departments; Boards of Education and a great many more. In passing, let us not overlook the recent outburst of John L. Lewis, who was demanding a bonus of 10 cents per ton for his coal miners—to be expended for health betterment, \$62,000,000 a year—think what could be done with that! There are other unions having very much the same ideas. All this makes us dizzy!

The induction of thirteen million men and women into our armed forces placed a tremendous responsibility of dental repair and restoration on our shoulders—how well we did the job—and are still doing it—reflects great credit on our profession, and organization—that truly was a masterpiece in accomplishment. This undertaking required 20,000 or 28% of all our dentists and they will return when peace comes again, but, so will thirteen million men and women who have had a thorough education in the necessity for dental services. This does not relieve us of any of our burden, it just puts us deeper in the nine hole.

In our own state under our New Constitution, now being set up, 40% of all state revenue and 40% of all state employees will be allotted to the Department of Health and Welfare. There are ten other departments averaging only 6% each. This indicates something of the importance of post-war health planning in our own state.

In sort of a superficial way, this brings us down—or up—to the question which for a while now, has been giving the leaders in our profession a nightmare—How are we going to render an almost unlimited service with a limited manpower? WE DON'T KNOW!

We can try. Definitely the production of every practicing dentist MUST be increased. We may consider operating accessories, or gadgets, or remodeled and newly equipped offices, but no combination of these can possibly contribute as much in accomplishment with less expenditure of mental and physical effort on the part of the dentist as THE WELL TRAINED DENTAL ASSISTANT.***

At the present time, 70% of all dentists do not have any available time—that number need assistants and could use them to an economic advantage. Here is an opportunity. The other 30% who have available time, well—it's not because there is no demand for dental service!

Prolonged, sustained, increased pressure and demand on the part of the health minded public for dental services is eventually going to force the dentist to think, ultimately the idea of the Dental Assistant will occur to him as being an essential requirement. Within a reasonably short time, we will see a Dental Assistant in the vast majority of offices that do not now have one—in many offices there will be two. They are needed now! Where is all this dental office personnel—dentist, hygienist, assistant, technician coming from? We are not sure yet—all we know is that they are coming!

Thomas Parran, M.D.**** Surgeon-General, U. S. Public Health Service in speaking of health demands, says in part:

"We can not attain goals by proclaiming them. Attainment must be planned for and plans organized: consider all needs; draw upon all resources; weigh limitations; accept risks . . . no other human need is more allied with national well-being than is health. The future of national health lies in increasing the amount, kind and quality of service to the people. The key problems

are to obtain enough well-trained people and to provide enough well-equipped hospitals and health centers to do the job.

"We shall need a vastly enlarged professional army to carry on the diverse activities of a national health program. To render adequate dental care, we shall need SEVERAL times the number of dentists now available . . . personnel is an immediate need . . . we shall have to create more dental schools and expand those already existing. The long-term program of training must be supplemented by other measures. In order not to waste professional skill, a considerable number of oral hygienists and technicians should be recruited, trained and their skill used under the supervision of dentists."

While Dental Assistants were not specifically mentioned, it is only reasonable to assume that they will be included. Remember, Health and Education will get the big post-war consideration. Senators and Representatives will tack those two public appeals on to nearly every bill introduced for funds. Parran's article lends further support to the title of this paper: In 10 Years—25,000 Dental Assistants.

However, as Dr. Parran said, "We can't obtain goals merely by proclaiming them—they must be planned for, and plans organized, etc." Neither can there be a sufficient number of Dental Assistants unless the vocation is of proved importance and its need is made evident and attractive to selective, potential assistants.

The fact that the Mid-Continent Dental Congress (sponsored by the St. Louis Dental Society) last year reserved a period of time on its program exclusively for the Dental Assistants' Clinics—and the reception given their effort, should be emphatic proof that the Dental Assist-

ant in this area is highly regarded as a very important co-worker in the conduct of a dental practice. Perhaps other dental organizations, state and local could be induced to grant a spot on their programs.

The only way in which we can meet our obligations of the present and anticipate how to more effectively carry on our responsibility of the future is to be constantly alerted as to what are our problems. May your tolerance permit the suggestion that some members of your Association be assigned to the duty of briefing the articles mentioned in the bibliography (and others) in order that your membership may attain a broad view of existing dental practice conditions and changes. The intelligent and competent dental assistant can make a notable contribution to the cause of better health through service—she can elevate the prestige of her vocation and can improve her economic status through constant effort.

Women like this can fill 25,000 positions in 1955.

*President St. Louis Dental Society.

Chairman Economics Committee, Missouri State Dental Association.

**U. S. Senate Committee on Wartime Health and Education, Journal, A.D.A., Vol. 32, Mar., 1945.

***Klein — Journal A.D.A. Vol. 32, May 1944.

****Parran — Journal A.D.A. Vol. 32, Mar. 1945.

"The Assistant's Role In The Dental Office"

Jessie M. Cox

Nashville, Tennessee, November 22nd '43.

We might inquire whether the dental office makes a worthwhile contribution to the community well-being before we attempt to evaluate the opportunity for service of a well trained assistant.

How do the activities carried on in a dental office contribute to the community welfare? Briefly, as this alone could take the time allotted to this paper, by relieving pain, by repairing or correcting damaged teeth or mouth conditions that may lead to ill health, by teaching patients habits, placement of lost teeth to restore an efficient chewing apparatus and the preservation or restoration of appearance, the loss of which make people self-conscious and they therefore, lose part of their efficiency as a unit of society.

Taking for granted the importance of the well equipped and efficiently run dental office we will try to see where the assistant fits into this picture.

There is no longer any question as to the necessity for an efficient dental assistant. She is recognized as a very important factor in the successful conduct and progress of a dental practice.

The dental assistant is not just a "helper"; neither is she simply in the office to wait orders, leaving all responsibility to the doctor. She has an important role to play in the work—one that calls for highly developed initiative and diplomacy as well as skill in knowledge of dentistry.

In many respects, the role that an assistant assumes is far more important than that played by the majority of girls in the commercial world. A bookkeeper, clerk or sten-

ographer may be highly skilled in her work, yet not know upbuilding of the business is mainly confined to correctly carrying out more or less fixed routine of work, where there is little opportunity for initiative that will actually build business. In the case of the dental assistant it is just the reverse: she is responsible in a large measure for constructive initiative that will play an important part in actually increasing the practice. She must be a real "working-partner."

First, she must like her work with a liking akin to love; she must center her entire interest in the work and "carry on" with personal interest equal to that which she would invest in her own practice.

Second, she must be diplomat and a salesman to the extent that she will carry on her work and contact with patients and visitors without friction and in a way that will build up good will and bring increased practice, which will in turn multiply her success.

Third, she must possess and apply intelligent ability and initiative in the general conduct of her work.

Personal appearance, neatness in work, promptness, reliability and system rank high as elements of efficiency.

To sum it all up—the dental assistant is practically 100% responsible for the successful conduct of the doctor's practice aside from the actual dental work, and to some extent for this as she can increase the doctor's efficiency by the intelligent assistance she gives at the chair.

The first impression a visitor gets upon entering the office is usually a lasting one and may be the basis

of judging the doctor and his work. This is especially true with women. The eye is the window of the mind. Before a word is spoken the eye records many details that will impress or repulse.

Be a good housekeeper—you have company coming every minute of the day—particular company; that is the way every visitor or patient should be considered, no matter how often they come to the office.

Is the furniture clean and in its proper place, the magazines neatly arranged, the floor, the lights and the curtains clean? Will the reception room impress all who enter with its neatness and cleanliness, as well as radiate an atmosphere of comfort that will make people feel at ease?

The dental assistant must school herself in the art of judging human nature and deal with each individual as the occasion demands. A retentive memory will help a great deal in being able to refer to particular subjects of interest to the individual; subjects in which they have indicated interest by their trend of talk in previous visits.

She should be careful of her personal appearance, always neat and trim. The doctor will be glad to pay the laundry bills therefore, don't be stingy with clean uniforms, and should you see that during an operation he has gotten blood or in any way soiled his coat, seek the first opportunity to let him know, and to get another one for him.

Don't forget that you are a part of a scientific, surgical, institution. You are an assistant to a man of science. Dress the part, look the part, and act the part.

It is impossible to keep a dental office too well ventilated. Don't forget that you do not like the odors of the office in the morning, neither do the patients. After the office is well aired watch all through the day

for variations of temperature, neither hot nor cold.

Always be glad to see patients come in, and let them see and feel that you are really glad; avoid gushing or talk that consists of meaningless nothings. You are glad, sincerely glad, or you are not in the right business. Why? Every patient means more money for the doctor and a share of it is yours. Every pleased patient means more prestige for the doctor and a share of it is yours.

You must apply concentration from the moment you start work in the morning until you leave at night. Put your whole soul into the work and you will have no time for outside thoughts. Each operation should be just as interesting to you as to the doctor. You should follow his work so closely that you will know each instrument and its use. Never let your eyes leave the work a single minute. If you do your mind wanders, and when the doctor needs your assistance most he must wait until you find what is needed.

Do not leave the chair while he is working, even though you think he may not need you. It is very embarrassing for him to ask for your assistance when it is your duty to be ready to give it to him. Every minute of the day belongs to him and he should be entitled to it without asking for it.

Too much cannot be said about the proper use of the telephone. This will take much cultivation. When making calls observe the way others are using or abusing this privilege and much can be learned about what to do and what not to do.

The telephone is valuable in filling broken appointments or blank spaces in the day's schedule. There are in all practices busy patients who would be glad to run in for an hour, and who could be in the of-
(Continued on page 20.)

HOW TO INCREASE YOUR MEMBERSHIP

ERNEST F. RITSERT, D.D.S.

Can there be any questioning the fact that one of the most important concerns of the people of our country is organization? It is necessary to the culmination of any ideal toward which several or more individuals may strive. It centralizes the thoughts and efforts of many separate people into a singleness of purpose and makes for further progress of knowledge and for higher recognition by our fellow man.

You have such an organization, but you seek to increase your membership. You wish to make new contacts, with new thoughts and new ideas, in order to further your aim of assisting to maintain the high standard of the dental health of our nation. Yours is a comparatively new vocation but your high ideals of service to mankind and the splendid tenets upon which your organization is founded, should certainly be conducive to others of like interest to join you in furthering your ambitions and to aid you in your desire to realize a goal of perfection in the dental office.

The fact that you are members and know what membership in this organization means to you, should be sufficient answer to the question of "Why should I belong?" You are convinced that membership in this organization helps you through professional contact to broaden your views and to increase your knowledge. You know the friendships you have formed through your common interest more than pay for any monetary consideration that it may cost you. You know this, now your job is to let every other dental assistant that comes under the jurisdiction of this society know it, and be sure to let the dentists know

about it, too. The fact that his assistant is interested in becoming more informed to aid him to better serve his patients should certainly be to his advantage.

The question arises as to the best method to put this information where it belongs, in the hands of the non-member and it must not be just for the once, but again and again and again. How many of the dentists in this city are aware of your existence? Probably a great many but for those that are not, a constant and continued reminding of the fact that you do exist and what you stand for as an auxiliary to the dental profession must be emphasized.

Personal contact is unquestionably the best method of increasing membership in any organization. In a city the size of ours this is a tremendous task that is just about impossible, so it will be necessary for you to use either the telephone or the mail for the initial contact. The telephone is satisfactory, but there is just the chance that it will ring at the wrong time, and a possible future booster will become just the opposite. This leaves the mail and there is no reason why it should not be successful. Contact the Editor of the County Bulletin and inquire as to the possibility of putting an article, possibly by your president, as to what your society stands for, its relation to the dentist and what the membership of his assistant in the group would mean to him. Enclose with it in the Journal, a return post card, addressed to your membership chairman with rather pertinent questions on it such as, "Is your assistant a member of the American Dental Assistants Association?" and "Would she be inter-

ested in joining the organization?"

The campaign should be placed under the jurisdiction of the membership chairman, who must be of necessity a tireless worker. She must instill in the other members a will to do by setting just such an example. The membership chairman should divide the city into equal sections and allocate the responsibility of each section to a member of the society. When the leads start to come in, the Chairman then sends them to the member responsible for all leads in that section, who then will make a personal contact with the prospective member. It would even be better if two members of the society made the call. The prospect should be signed immediately, or if not, notation should be made on the card as to the disposition of the prospect and it should be returned to the membership chairman for possible future contact.

As an alternate method it might be wise in the beginning of the drive when enthusiasm runs high to have the entire membership divided into two teams, each team led by a captain with points allotted for each new member. Prizes may be given the winning team or they may be treated to dinner by the losing team. This instills the spirit of competition and is usually successful if the captains keep enthusiasm at a keen pitch.

It may be a good idea to invite the prospective members to a social gathering that would take place before the regular meeting where they may be given an opportunity to meet the members and hear a stirring talk on your plans for the future. Certainly when a prospective or new member is invited to attend a meeting by all means make her feel welcome and wanted.

The commercial dental houses

undoubtedly would cooperate in sending enclosures about your society and what it stands for, when they have correspondence with the dentists. This may be the best way to have a constant egress to the dental office. The reason that repetition is emphasized may be best illustrated by using the radio program as an example. The constant dunning we receive about certain cigarettes, soaps, ad-infinitum until without realizing it when we need such an article we automatically ask for the one that is most advertised. This, of course, is what the sponsor is after. You have something far more valuable to offer. You have the opportunity to help others in your field, by getting them to join with you to foster scientific enterprise and in turn to better assist the dentist to serve humanity. You have a fine future and it is exactly what you yourselves make of it. Start to build and just like the snowball that rolls along, getting bigger and bigger, so will you if you gain the necessary momentum. The most important thing to remember is this, you will get as much out of a membership campaign as you put into it. If you sit down and think that the other fellow is going to do the work, the entire effort will be a dismal failure. It depends on enthusiastic, concerted effort. If you can pass that feeling on to your prospective members, the drive will be more than successful and you may bask in the feeling of a job well done.

"How to Increase Your Membership" was presented by Dr. Ernest F. Ritsert, Assistant Professor of Pedodontics, Temple University, at the regular monthly meeting of the Philadelphia Association of Dental Assistants on September 18, 1945.

6th District: Ruth Rodgers, Member Past President; President's Council: Marion Edwards, Canadian Representative; Steinlate Kramer, 3rd District Trustee; Margaret Sharp, 1st Vice Pres.; Mabel Cox, Acting 3rd District Trustee; Lillian Russett, Treasurer; Helen Dixon, 5th District Trustee; beautiful banner to the background is the official banner of the ADA. It is worked out in dark blue and gold official colors.

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A JOURNAL FOR DENTAL ASSISTANTS DEVOTED TO THEIR
INTERESTS AND EDUCATION

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EDITORIAL DEPARTMENT

The New Year

By E. S. L. Thompson

Be not sorry that the old year is dead!

The new, with its hope, its promise,
Its golden opportunity, is at your door.

Invite it to enter—give it the warm hand—

The clasp of welcome.

Let no base thought, unworthy action, or scornful word

Mar the glory and the power of the new year!

God's angels wait without,
Recording what you have done and what you will do!

The new year is the white, white page for beauty

Of the immortal mind and the God-given soul!

QUIET MIND

There is a young man who comes into our office whom I like and admire very much. He came late one afternoon, recently, after one of those hectic days when everything happens that can happen and it is difficult to keep from being waspish with unexpected late visitors. With his gentle and disarming smile he inquired if he might talk to the Doctor personally for a few moments. Somehow, his low voice and quiet manner seemed to cause the tension to relax; he was assured that the Doctor could not then leave his patient, but would see him if he would wait "for a while." (The visitor was a personal friend of the Doctor's, and sometimes visitations from personal friends, at the very end of a long, difficult day are hard to bear. In this case I knew that the young man would be considerate, complete whatever business he had in short order and not keep the Doctor there longer than was necessary.)

The young man answered that he would be glad to wait, picked up the first magazine he laid his hand on, sat down quietly and began to read. The magazines had been put in order just a few moments earlier and my

mind dwelt for an instant on the number of people who come in and when compelled to wait, delve to the very bottom of the pile of magazines, like a terrier digging up a bone, leaving the discarded ones scattered—"from hell-to-breakfast." This man finds something that his mind can take hold of and interest itself in, in practically any periodical or newspaper that comes to his hand; he sat and read quietly until the Doctor was disengaged, stayed for a few moments only, just long enough to transact his business, and was on his way, but leaving behind him something of his own calmness.

As I went about getting ready to lock the office for the night, I thought of this young man, in comparison to the many who come in demanding "May I see?"—How long must I wait?" and "Can't you call him out NOW? It's a personal matter and I'm a personal friend" and it came to me that the reason that I like and admire this man, who does not stand out in a crowd, who is not especially handsome, or gifted to any marked degree, is because his lack of fussiness, his way of not raising his voice or being demanding make him a pleasant fellow to have around. Suddenly I remembered a phrase that I had noted in a recent article, "he has A QUIET MIND."

Meditating on this phrase a bit it seemed to me that there would be less of stress and strain in the world, fewer anxious and discontented faces, perhaps less of soul and body sickness if there were more people who could approach others without being intrusive or demanding; who could wait without being fussy; who could be depended on to be considerate because they have that beneficent attribute, a quiet mind.

—S. L.

Dental Assisting and the Organization

By Jane Riedinger

Dental assisting is an art and just a little of this progressing work has been brought to light. There is a great deal to be learned and it will take time. We have an organization that is giving us the opportunities that we need, so let us not "pass it up." All we have to do is put forth a little effort and it is all ours.

If we will but stop and think about it we all have a lot to thank the leaders of our organization for. I came into the society as what is occasionally termed a green horn. I joined just at the beginning of the "Good Business Study Course"** and I realize now as I go about the day's duties that it helps me a great deal. It taught me many ways of helping to lighten the daily task for the Doctor.

There is a way that we can each help our organization as we start the new year in our society and that is to bring in at least ONE new member.

St. Louis, Missouri

*Study Course sponsored by St. Louis Dental Assistants Association.

Sentence noted over the radio: "A successful life is adjustment of one's personality to the world around one."

Views of the News

(A Digest of Association Activities)

by

Katie McConnell

HAPPY NEW YEAR EVERYONE! Best wishes for your health and happiness in the New Year. 1946 has made its debut and we are marching up the road of Peace and Progress. What will we do with the brand new days, weeks and months that lie ahead? They bid fair to be busy ones for Dental Assistants, and they hold much promise for our mutual welfare. Many educational projects have been reported, and it seems 1946 will prove to be one of Education for Dental Assistants.

Welcome Merrimac Valley District Dental Assistants Society, we're so glad to have you! Eighteen members signed the charter roll of this fine new society, and their officers were installed at an impressive ceremony at their Juliette A. Southard Birthday Party.

Members of the Massachusetts Dental Assistants Association were privileged to enroll for the educational sessions sponsored by the Massachusetts Dental Society in eight cities of the Commonwealth, "Advanced Techniques in Public Relation for Dental Secretaries and Receptionists." The course was conducted by the Vocational Education Division, Massachusetts Department of Education. Classes were given without charge where twenty individuals were enrolled. Topics covered were Personality, Business Conduct of the Dental Office, Purchasing, Care of the Dark Room, Public Relations, etc. The course consisted of five lectures, two hours each evening.

The Cleveland Dental Assistants Society is making an attempt to establish an annual Doctor and Wife Dinner; each member is responsible for the presence of her employer and his wife, and is asked to extend a personal invitation either by mail or phone to her employer's home. They hope these affairs will become a permanent feature of their yearly programs.

The Ohio State Dental Assistants Association held their Annual State Meeting recently, with good attendance and much enthusiasm. It was held in Columbus, Ohio, and they were honored by the presence of Dr. W. D. Barcroft, President of the Columbus Dental Society, and Dr. Carr Dix who spoke on "A Bad Dream."

At the Chicago Board of Trustees Meeting, the Eighth District reported a gain of fifty new members last year, and many more were expected to join at the Oklahoma State Dental Assistants Association Annual Meeting held in October. Let's hear the good news Oklahoma!

The Dallas Dental Assistants Society had a most progressive year, using the official ADAA "Text-Book for Dental Assistants", for a series of study classes. A War Bond donated by the Membership Committee, for securing the greatest number of new members stimulated membership of the Dallas Society.

The members of the Columbia (Mo.) Dental Assistants Society gave Clinics for the Dentists at the Central District Meeting of the Missouri Dental Society which was held in Booneville.

Because of the lack of hotel facilities the Mid-Continent Dental Meeting in St. Louis was cut from the usual three-day meeting to a one-day meeting. This meeting is an annual meeting sponsored by the St. Louis Dental Society, in which the St. Louis Assistants participate. It was held in November, and a fine educational program was presented. This busy group of assistants have completed their study course which was held at the Washington University Dental School for five consecutive Monday nights. Fifty assistants were enrolled, not all were members of the St. Louis Society, but we hope they are now.

The New Jersey State Dental Assistants Association was asked to present Clinics at the Mid-Winter Meeting of the New Jersey Dental Society held in November. We'll have more news of this later.

The South Carolina State Dental Assistants Association held their annual State Meeting (doesn't it sound good? State Meetings again!) in October at the Jefferson Hotel in Columbia, S. C. They reported a good attendance and their fine program included a talk by Dr. Henry Smathers, of Charleston, S. C. on "Unlimited Responsibility." Dr. J. M. Wallace of Spartanburg, S. C. spoke on "The Dental Nurse and the Part She Plays in a Successful Practice."

The Tennessee State Dental Assistants Association held their annual State Meeting in Knoxville, Oct. 29-Nov. 1st and reported a large attendance and a well rounded program. Dr. John Knutson, Dental Surgeon, U. S. Public Health Service spoke on "Dental Service in a Public Health Program." Four noteworthy competitive papers were among the highlights of the meeting, the winning paper was entitled, "Stepping Stone into the Future." Others were: "The Indispensable Dental Assistant," "Accentuate the Positive" and "Education—Effective of Democracy." We shall be looking forward to reading these fine papers in the DENTAL ASSISTANT. The Tennessee Association was honored by the presence of Dr. Don Clawson, President of the Meharry Medical College, who spoke on "The Education of Dental Personnel." They were also honored by the President of the ADAA, Lucile Black, for part of their meeting. President Black installed their new officers.

The Florida State Dental Assistants Association held their 6th annual meeting in November at the Suwanee Hotel, in St. Petersburg, Florida, "The Sunshine City." They too reported a fine attendance and an educational program. Dr. Fred Miller, of Altoona, Pa. presented "Why Leave the Rest of Your Life to Chance?", illustrated with colored slides and movies, and Dr. Thomas C. Jones of Miami spoke on "Diet and the Teeth." ADAA President Lucile Black and Ottie Helms, Fourth District Trustee were present for the meeting and installed the new Florida State Officers.

The Northwest District Dental Assistants held their 22nd Annual Meeting recently in Sioux City, Iowa, with excellent attendance and a most interesting program. Dean William S. Crawford, of the University of Minnesota spoke on the "Manipulation of Amalgam," Dr. A. T. Thorson spoke on "The Dental Assistant's Role in the Efficiency of a Modern Dental Practice," and Captain Slayden V. Hunt, recently returned from Italy, spoke on "Experiences of a Dental Officer in the M. T. O." Members took part on the program too, there was a fine paper presented, "Count Your Blessings," and an educational clinic, "Inlay Technique."

The Board of the Nebraska Dental Assistants Association recently held a meeting in Lincoln, Neb. for the purpose of discussing plans for their 1946 Annual State Meeting to be held in Omaha May 14-15. They also plan to hold two district meetings in January, one in Omaha, and one in Lincoln.

The Chicago Dental Assistants Society and the Illinois State Dental Assistants Association are planning a fine meeting to be held at the same time of the Chicago Mid-Winter Meeting, February 11-12-13-14. This meeting is one of the outstanding dental meetings held during the year, and is well worth saving your pennies to attend.

The Los Angeles Dental Assistants Society reported a novel idea to swell their contribution for the Juliette A. Southard Relief Fund. The Society committed themselves for 125 blankets, these were sold for \$13.75, payable \$1.00 down and 75c a week. Each month four numbers were drawn and the winners received their blankets for just what they had paid in. Thanks to a very active committee, the entire allotment was sold within two weeks. A very large profit was realized and after a very generous check was sent the J. A. S. Relief Fund, the balance was set up in a permanent Juliette A. Southard Fund, in Los Angeles, for the purpose of making further contributions to the National Relief Fund, while continuing to add to their local fund during the year.

The Societies in the Third District were each presented the ADAA "Text-Book for Dental Assistants," by Dr. Irwin R. Levy, by their Trustee, for use in their respective Libraries, and the Pittsburgh Society has had a member read or discuss a chapter an evening.

The Philadelphia Association of Dental Assistants have had several interesting and constructive meetings recently, among them was a lecture by Dr. Ernest F. Ritsert, member of the Faculty of Temple University and Co-Chairman of the PADA Advisory Board. He lectured on "How to Increase Your Membership." Dr. Ritsert wrote an article on the same subject to be published in the DENTAL ASSISTANT. Dr. J. C. Curry gave this Association a clinic on "Chair Side Assisting and "Setting Up a Tray for Operation." This clinic was held at his office, and refreshments were served by Mrs. Curry. Dr. Louis C. Eskin of Norristown, Pa. gave the group a practical demonstration of the "Administration of Nitrous-Oxide."

The members of the Philadelphia Association collected toys, clothes and candies for a large Christmas Box sent to the Mountain Children of Georgia.

The Fifth District Dental Assistants Society of Atlanta recently held their annual Birthday Party, to which their Doctors were invited.

That's all for now; please send news to reach this Editor on or before January 15th for the March-April issue. Thanks.

ATTENTION STATE SECRETARIES!

We hope to resume our "Calendar of Meetings" with the March-April issue. Please send all information concerning your State Meetings, Time, Place, Hotel Headquarters, etc., to Editor by January 15th. All State Meetings to be held in March, April, May and June should be listed in the "Calendar of Meetings", as should annual Meetings of Local Societies where no State Society exists. Will appreciate your cooperation.

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Florida State Dental Assistants Association





Secretary's Corner

By AILEEN M. FERGUSON, General Secretary,
709 Centre Street, Jamaica Plain 30, Mass.



HONOR ROLL

Denver D. A. A.
Massachusetts D. A. A.
Missouri State D. A. A.
Ohio State D. A. A.
Tennessee State D. A. A.

SECRETARIES: ADAA dues for 1946 are payable January 1. The names of all members whose 1946 dues are not received by April 1 will be removed from the membership roll and from the subscribers' list for the Journal. Send dues to the ADAA as soon as they are turned over to you by local secretaries so that none of your members will miss a single issue of *The Dental Assistant*.

ADAA EMBLEM PINS: Cost \$2.70 each, single letter guards, \$3.00, two letter guards \$6.00, Quill or Gavel guards \$3.00, Year guards, '46, \$3.92. ADAA Pin and single letter guard \$5.70. Remittances for pins are to be made payable to Spies Bros., orders are to be sent to state secretaries.

MEMBERS are requested to notify the ADAA promptly of any change in home or office address. Each year many Journals are returned for want of correct addresses.

CHANGE OF OFFICERS

SOUTHERN CALIFORNIA STATE D. A. A.—President, Violet Bonney, 1033 Gayley Ave., Los Angeles; Secretary, Mary Ann Whalley, 1933 Crenshaw Blvd., Los Angeles.

NORTHWESTERN DISTRICT D. A. A. (Ia.)—President, Mae Cowell, 411 7th St., Sioux City 15; Secretary, Genevieve Neal, 741 Frances Bldg., Sioux City 8.

OHIO STATE D. A. A.—Secretary,

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Florida State D. A. A.
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Ann Saunders, 2020 Mahoning Rd., Canton.

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OKLAHOMA STATE D. A. A.—President, Myrtle Babb, Nowata; Secretary, Virginia Elliott, Ritz Bldg., Tulsa.

SOUTH CAROLINA STATE D. A. A.—President, Gloria Martin, 3408 Abingdon Rd., Columbia; Secretary, Mattie Lee Cannada, 11 Watson Ave., Greenville.

TENNESSEE STATE D. A. A.—President, Dorothy Usmiller, 711 Hamilton National Bank, Chattanooga; Secretary, Elsie Emery, 1006 Medical Arts Bldg., Knoxville.

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DAYTON D. A. A. (Ohio)—Secretary, Maude Knapp, 1022 Cherry Drive, Dayton 6.

CHANGE OF NAME

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WISCONSIN STATE D. A. A.—President, Phyllis Rogacki, 719 N. 35th St., Milwaukee 8.

THE DENTAL ASSISTANT

HOSTESSES AT GOOD NEIGHBOR TEA

The Northwestern District Dental Assistants of Sioux City, Iowa opened their District Convention September 25, with a "Good Neighbor Tea". All hostesses were dressed in costume representative of a foreign country. They are left to right, first row: Mrs. Olive Sauer, France; Miss Genevieve Graves, China; second row: Mary O'Donnell, Ireland; Phyllis Lynum, Norway; Cleo Sandvick, Sweden; Lillian Peterson, Ruth Scott, Latin America; Esther Smith, Holland; Tone Stulrich, Scotland; Mae Cowell, Poland; third row: Genevieve Neal, Hawaii; Valeria Blake, Russia. Snacks of food and favors representing these countries were served. Mrs. Louise Lynum (not pictured) was general chairman.



DAILY ROUTINE

1. Arrive at least 20 minutes before Doctor.
2. Ventilate office suite.
3. Get into clean uniform, (cover with smock).
4. Tidy and dust office, reception room first.
5. Turn on powers, water, gas and air.
6. Fill sterilizer with clean water.
7. Get dentist's gown ready, buttons, etc.
8. Make list of day's appointments for Doctor.
9. Check "appointment reminder" patients.
10. Open, sort and file mail.
11. Post all previous day's records.
12. Get out two prophylactic re-call letters.

ODD TIMES

1. Make out Day Sheet for next day.
2. Check collection sheet.
3. Sort and arrange linen.
4. Bank all receipts.

ONCE A WEEK

1. Clean cabinet, polish furniture and make dressings.
2. Check over supplies.
3. Tidy laboratory.

ONCE A MONTH

1. Send all statements on the 28th —never later.
2. Pay all bills payable by 10th.
3. Post recapitulation sheet.
4. Check through cross-index re-call book.

ROLE OF ASSISTANT

(Continued from page 8)
fice within ten minutes.

To sum up, I would say that the dental assistant must be alert, intelligent, a good housekeeper, a good receptionist, a diplomat of exceptional ability, a good operating nurse, as jealous as is her dentist of his reputation for doing good and scientific work.

She must have a good memory as in all probability her doctor will be so buried in the technical and scientific part of his work that he will many times forget the name of an old patient. She will tip him off by her conversation or by the name written on a pad and placed on the cabinet.

She may, by keeping an up-to-date and working notification list help retain the regular patients and add others which she thinks are desirable.

All these and many more means are available to the dental assistant to make herself more and more valuable to her dentist and to add to his income and to the service he is enabled to deliver to his community.

If she helps to enlarge his services and to increase his income she should benefit in direct proportion. "The laborer is worthy of his hire."

HAPPY NEW YEAR

May the dreams you have dreamed
in the long long years,
When your heart with hope was
high,
The dear, strange dreams that no
one knew,
Of wonderful things that you
dared not do.
Come true as this year goes by.

May the love that burned in your
heart of dreams,
Like fire on the hearth of home,
Lie warm and sweet, a living sign
Of human faith, and of love Di-
vine,
In the heart of the year to come.

—William Wharton.

TECHNIQUE, POURING IMPRESSIONS

- I. Study Models
 - A. Upper, lower and anterior
 1. Compound impressions
 - a. Mold soft compound in tray
 - b. Line with coco butter
 - c. Insert in the mouth once
 - d. Chill and reheat base and insert with pressure
 - e. Remove and chill
 2. Mixing and pouring impression
 - a. Use natural setting plaster
 1. Mix thoroughly
 - a. Putty consistency
 - b. About fifty turns
 - b. Shake water from impression
 - c. Slowly vibrate plaster into impression
 - d. Pile remaining plaster on slab
 - e. Gently insert impression
 1. Allow three-quarter inch for base
 2. Carve, as soon as setting starts
 - a. Use wet spatula or knife
 3. Removal and final carving
 - a. Soak impression in warm water
 1. Remove slowly when soft
 - b. Carve to landmarks
 1. Mid line to cupid
 2. Cupid to second molar
 3. Molar to molar
 4. Soak in liquid soap
 - a. At least a day
 - b. Polish with dry cloth
 5. Print name and date
 - a. Ink or indelible pencil
 - II. Upper and Lower Impressions for Dentures
 - A. Wax, coe-trance or any other smooth material
 1. Dry and remove all saliva
 2. Outline with roll of soft wax
 3. Box in with sheet of soft wax
 4. Test with water
 - a. For leaks
 5. Vibrate thoroughly mixed impression stone
 - a. Putty consistency
 6. Remove wax and impression
 - a. As soon as model starts heating
 7. Carve edge parallel to impression ridge
 - B. Upper plaster impressions
 1. Line with separating fluid
 2. Box in the same way
 3. Let water stand in impression a few minutes before pouring
 - a. Cause less bubbles

- III. Wax Bite Blocks
 - A. Keep model soaked in warm water
 - 1. Line with base plate
 - a. Just slightly over the ridge
 - 1. More easily removed
 - 2. More comfortable to patient
 - 2. Mold wax over ridges
 - a. Use this to test post dam
 - b. Take first bite
 - c. Set teeth in for try in
- IV. Bite plates for Gothic tracing
 - A. Same as wax only use compound
 - 1. Mount tracing plates
- V. Impressions for Partial Cases
 - A. Remove all saliva
 - 1. Cold running water
 - B. Trim excess material
 - C. Mix stone and vibrate
 - D. Pile remaining stone on slab
 - E. Insert impression
 - 1. Have three-quarter inch base
 - F. Carve to landmarks
 - 1. Before setting
 - G. Remove when set
 - H. Carve and remove all bubbles
 - I. Keep impression and model in water when set, if not separated immediately
 - J. Pour impressions within thirty minutes
 - 1. Keep moist
- VI. Denture Relines
 - A. Outline with roll of soft wax
 - B. Mix stone, vibrate, and mold same as others
 - C. Do not separate

MID-WINTER MEETING TO BE HELD IN CHICAGO

"With the world at peace again we can resume our many activities to which we have always looked forward.

The Mid-Winter Meeting of the Chicago Dental Society will be held at the Stevens Hotel, February 10th to 14th. The Chicago Dental Assistant's Association extends a most cordial invitation to all members of the A.D.A. and the A.D.A.A. to attend. The Illinois State Dental Assistant's Association will have an open meeting Sunday, February 10. All members of the A.D.A.A. are invited."

Vera Henderson, Program Chairman
Chicago Dental Assistant's Association.

Many Dental Assistants from the Mid-West and more distant states will avail themselves of the privilege of attending this important meeting.

The Public Relations Committee, of the A.D.A.A., Steve Ann Mills, Chairman, will again sponsor an A.D.A.A. booth in the exhibit hall.

THE DENTAL ASSISTANT AND MENTAL CASES

Address by Dr. Coyt Ham from the S. C. State Hospital

People are taking a great deal of interest in mental problems and are striving to obtain knowledge, at least a sufficient amount of knowledge, to recognize these cases when they come in contact with one.

I won't try to make psychiatrists out of you folks, but hope that I can help you with your problems and help you to recognize these cases when you see them. You should all join your mental hygiene societies in your State, for you will get much in value from that source.

It might be wise for us to consider for a few minutes some of the types of mental trouble with which you will come in contact. There are two main mental conditions, those of a psychological nature and those of a physiological nature. From the latter comes the expression what we in psychiatric fields hear frequently, psychological medicine.

I am certain that each of you are familiar with the neurotic, and let me disillusion your mind now from the common belief that all neurotic individuals are women. Men are just as neurotic as women. Those are the individuals who are always complaining about something, always taking medicine and complaining and literally enjoy poor health.

The next group is the manic-depressive psychosis. Manic and depressive are opposite terms. There are various degrees of mental excitement. We see them both occasionally that are hale, hearty and well met and the life of the party. Those are just a little below a psycho state and are known as hypo maniacs. Then, of course, the next is the opposite of manic. That is the depressive, that is the type that becomes morose and dejected and down in spirits.

Then we come next to the hypochondriac melancholia, which is a type of mental trouble that comes on usually around the menopause. There is a period at that time of life when this type becomes melancholy and they blame themselves for the sins of the world, the weight of the world is on their shoulders and they cannot throw it off. As a result of this belief a great many of them attempt and some even do, commit self-destruction.

When we get down to the point of dealing with an individual case that might come into your office, there are three things to be considered, as I see it, that is, the attitude of the patient towards the dentist, the attitude of the dentist towards the patient and the attitude of the dentist's nurse towards the patient. In regards to the latter, here are some very definite things that I would like to say to you. Tact and courtesy are prime considerations and always be honest with your patient. Consider them as an individual, not as a psychotic person, putting yourself on the same level with them. If you will do this, you will have a better understanding of the whole situation and will mean much to their comfort. Don't look upon the patient as a mouthful of teeth that needs to be extracted, or a lot of holes to be filled up, but look upon any individual as a human being.

NOTICE OF CHANGE IN OUTSIDE SUBSCRIPTION RATES

Beginning with the January-February 1946 issue, rates for Outside Subscriptions to THE DENTAL ASSISTANT will be as follows: New and re-newed subscriptions will be

\$1.50 per year in the United States;
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Esther Hyland,
Subscription Manager.

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BOOK REVIEW

The J. B. Lippincott Company, Publishers, East Washington Square, Philadelphia 5, Pa., presents a new book entitled "In the Doctor's Office" (the Art of Being a Medical Assistant) by Miss Esther Jane Parsons.

The book is for Receptionists, Medical Secretaries, Nurses and Laboratory Technicians, as well as Doctors who would like to have answered for their own assistants, the question "How can I best serve the Doctor and His Patients?"

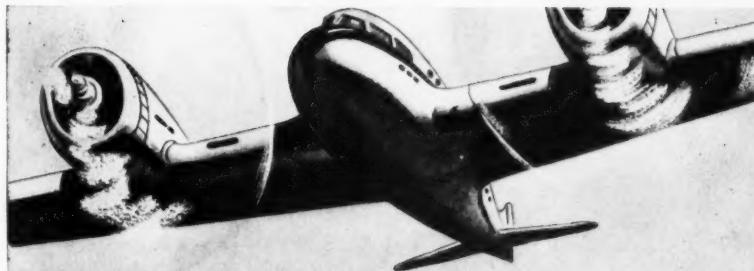
There is much that is worth while in the book for Dental Assistants, Receptionists and Secretaries; especially those chapters on Doctor-Patient-Secretary relationship; Care of Equipment, Apparatus and Instruments and Business Practices.

Miss Parsons is well qualified to write on this subject, having been Research Technician, Department of Bio-chemistry, College of Physicians and Surgeons, Columbia University and Instructor in Medical Office Procedures, Paine Hall School for Medical Assistants, New York City.

The price of the book is \$2.00 and the delightful illustrations on the inside covers and beginning each chapter are worth the price of the book.

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Who waits not till a bill is sent
But knowing that the Dues are due
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We wish to emphasize the desirability of your extending patronage to those firms who advertise in The Dental Assistant. Through their advertising, these firms are helping to support one of our most important activities. This Journal is the voice of The American Dental Assistants Association in its effort to spread dental assistant management. This tremendously important work **must be carried on, so we need** The Dental Assistant to do it. To have the latter, **we must have our advertisers** and no one should expect them to provide their support unless you—the readers of this publication—extend them preferential patronage. Our advertisers are carefully selected. Please give them your business with full confidence and always mention The Dental Assistant. Thanks!

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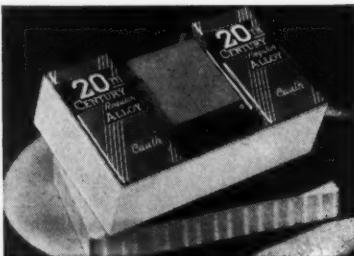
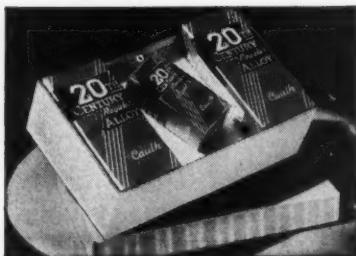
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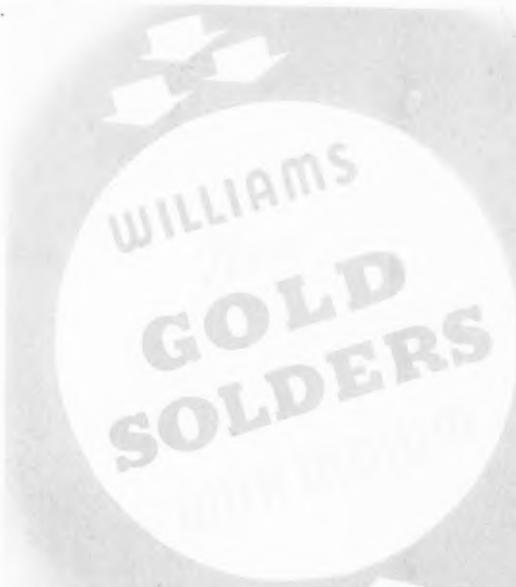
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